

SERIAL 03199 - RFP COGNITIVE RESTRUCTURING GROUPS – MCSO (NIGP 95221)

CONTRACT PERIOD THROUGH FEBRUARY 28, 2007

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **COGNITIVE RESTRUCTURING GROUPS – MCSO (NIGP 95221)**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **February 04, 2004**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

SF/mm
Attach

Copy to: Clerk of the Board
Stephen Krausnick, MCSO
Sharon Tohtsoni, Materials Management

(Please remove Serial 03199-RFP from your contract notebooks)



CONTRACT PURSUANT TO RFP

SERIAL 03199-RFP

This Contract is entered into this 4th day of February, 2004 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and Sage Counseling, Inc., an Arizona corporation ("Contractor") for the purchase of Cognitive Restructuring Groups services.

1.0 TERM

- 1.1 This Contract is for a term of three (3) years, beginning on the 4th day of February, 2004 and ending the 28th day of February, 2007.
- 1.2 The County may, at its option and with the agreement of the Contractor, extend the period of this Contract for additional one (1) year terms up to a maximum of three (3) additional terms. The County shall notify the Contractor in writing of its intent to extend the Contract period at least thirty (30) calendar days prior to the expiration of the original contract period, or any additional term thereafter.

2.0 PAYMENT

- 2.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum stated in Final Pricing, attached hereto and incorporated herein as Exhibit "A." Payment shall be made as set forth in the RFP and or the Best and Final Offer.
- 2.2 Payment under this Contract shall be made in the manner provided by law. Invoices shall be prepared and submitted in accordance with the instructions provided on the purchase order. Invoices shall contain the following information: purchase order number, item numbers, description of supplies and/or services, sizes quantities, unit prices, and extended totals and applicable sales/use tax. The County is not subject to excise tax.

3.0 DUTIES

- 3.1 The Contractor shall perform all duties stated in the Agreed Scope of Work, attached hereto and incorporated herein as Exhibit "B."
- 3.2 Contractor shall perform services at the location(s) and time(s) stated in Exhibit "B," or in the purchase order requesting such services.
- 3.3 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

4.0 TERMS & CONDITIONS

4.1 INDEMNIFICATION AND INSURANCE:

4.1.1 INDEMNIFICATION

4.1.2 Indemnification.

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

4.1.3 Abrogation of Arizona Revised Statutes Section 34-226:

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, **CONTRACTOR** shall defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including **COUNTY**.

The scope of this indemnification does not extend to the sole negligence of **COUNTY**.

4.1.4 Insurance Requirements.

CONTRACTOR, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of **COUNTY**. The form of any insurance policies and forms must be acceptable to **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of **COUNTY**, constitute a material breach of this Contract.

CONTRACTOR'S insurance shall be primary insurance as respects **COUNTY**, and any insurance or self-insurance maintained by **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect **COUNTY**.

The insurance policies may provide coverage, which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with

respect to the coverage provided to **COUNTY** under such policies. **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and **COUNTY**, at its option, may require **CONTRACTOR** to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

COUNTY reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. **COUNTY** shall not be obligated, however, to review such policies and/or endorsements or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against **COUNTY**, its agents, representatives, officers, directors, officials and employees for any claims arising out of **CONTRACTOR'S** work or service.

4.1.4.1 Commercial General Liability. **CONTRACTOR** shall maintain Commercial General Liability Insurance (CGL) and, if necessary, Commercial Umbrella Insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The CGL and the commercial umbrella coverage, if any, additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 10 01, and shall include coverage for **CONTRACTOR'S** operations and products.

4.1.4.2 Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability Insurance and, if necessary, Commercial Umbrella Insurance with a combined single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (including owned, hired, non-owned), assigned to or used in the performance of this Contract. If hazardous substances, materials, or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

4.1.4.3 Workers' Compensation. **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than

\$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

CONTRACTOR waives all rights against **COUNTY** and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by **CONTRACTOR** pursuant to this agreement.

In case any work is subcontracted, **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of **CONTRACTOR**.

4.1.5 Certificates of Insurance.

4.1.5.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

4.1.5.2 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of **CONTRACTOR'S** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to **COUNTY** fifteen (15) days prior to the expiration date.

4.1.5.3 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

4.2 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Bank of America MasterCard Procurement Card, or other procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract.

4.3 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County at its option to utilize the Internet to place orders under this Contract.

4.4 NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County
Department of Materials Management
Attn: Director of Purchasing
320 West Lincoln Street
Phoenix, Arizona

For Contractor:
Sage Counseling Inc.
Attn: Stephen Grams
303 N. Centennial Way #250
Mesa, AZ 85201

4.5 REQUIREMENTS CONTRACT:

Contractor signifies its understanding and agreement by signing this document, that this Contract is a requirements contract. This Contract does not guarantee any purchases will be made. Orders will only be placed when County identifies a need and issues a purchase order.

Contractor shall take no action under this Contract unless specifically requested by County, which shall submit a written purchase order to Contractor requesting that work be performed or product be delivered.

County reserves the right to cancel purchase orders within a reasonable period of time after issuance. Should a purchase order be canceled, the County agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor pursuant to the purchase order. The County will not reimburse the Contractor for any costs incurred after receipt of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order.

Contractor agrees to accept verbal cancellation of purchase orders.

4.6 ESCALATION:

Any requests for reasonable price adjustments must be submitted thirty (30) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Producer Price Index or by performing a market survey.

4.7 TERMINATION:

County may unconditionally terminate this Contract for convenience by providing thirty (30) calendar days advance notice to the Contractor.

County may terminate this Contract if Contractor fails to pay any charge when due or fails to perform or observe any other material term or condition of the Contract, and such failure continues for more than ten (10) days after receipt of written notice of such failure from County, or if Contractor becomes insolvent or generally fails to pay its debts as they mature.

4.8 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person

significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

4.9 OFFSET FOR DAMAGES;

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

4.10 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

4.11 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

4.12 AMENDMENTS:

All amendments to this Contract must be in writing and signed by both parties.

4.13 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

4.14 AUDIT DISALLOWANCES:

If at any time County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

4.15 VALIDITY:

The invalidity, in whole or in part, of any provision of the Contract shall not void or affect the validity of any other provision of this Contract.

4.16 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

4.17 INTEGRATION

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

CONTRACTOR

AUTHORIZED SIGNATURE

Stephen Grams

PRINTED NAME AND TITLE

Sage Counseling Inc.
303 N. Centennial Way #250
Mesa, AZ 85201

ADDRESS

DATE

MARICOPA COUNTY

BY: _____
DIRECTOR, MATERIALS MANAGEMENT

DATE

BY: _____
CHAIRMAN, BOARD OF SUPERVISORS

DATE

ATTESTED:

CLERK OF THE BOARD

DATE

APPROVED AS TO FORM:

MARICOPA COUNTY ATTORNEY

DATE

EXHIBIT A

SERIAL 03199-RFP

PRICING SHEET S083204/B0606023 NIGP 95221

BIDDER NAME: SAGE Counseling , Inc.
 F.I.D./VENDOR #: #86-1013435
 BIDDER ADDRESS: 303 N. Centennial Way Suite 250
 P.O. ADDRESS:
 BIDDER PHONE #: (480) 649-3352
 BIDDER FAX #: (480) 649-3358
 COMPANY WEB SITE: www.sagecounseling.net
 COMPANY CONTACT (REP): Stephen Grams
 E-MAIL ADDRESS (REP): gramss@sagecounseling.net

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: X YES ____ NO

ACCEPT PROCUREMENT CARD: ____ YES X NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ____ YES X NO ____ %
 REBATE

(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ____ YES X NO ____ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: X YES ____ NO

PAYMENT TERMS: **RESPONDENT IS REQUIRED TO DESIGNATE ONE OF THE FOLLOWING.**

TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.

FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.

BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10	_____
NET 15	_____
NET 20	_____
NET 30	<u> X </u>
NET 45	_____
NET 60	_____
NET 90	_____
2% 10 DAYS NET 30	_____
1% 10 DAYS NET 30	_____
2% 30 DAYS NET 31	_____
1% 30 DAYS NET 31	_____
5% 30 DAYS NET 31	_____

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: 0 %

PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:

____ NEWSPAPER ADVERTISEMENT____

X MARICOPA COUNTY WEB SITE____

____ PRE-SOLICITATION NOTICE____

____ OTHER (PLEASE SPECIFY)____

1.0 PRICING:

ITEM DESCRIPTION

COST PER GROUP SESSION

GROUP SESSION (120 minutes)	\$200	/SESSION RATE
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GROUP SESSION (hourly rate)	\$100	/HOURLY RATE
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EXHIBIT B

2.0 SCOPE OF WORK

2.1 Qualifications: 2.1.1 through 2.1.3; The *SAGE Counseling's* facilitators that would provide direct services under this contract will possess a master's degree in a human services field or receive clinical supervision from a Ph.D. or Masters level supervisor. Our counselors will also be state certified, or eligible for certification, and have a minimum of two years or 2000 hours of related experience.

Copies of resumes, college diplomas, and professional certifications for *SAGE's* management staff and the counselors that would provide clinical services are included in section 3.11.5 Personal Qualifications: Tab #5. *SAGE Counseling* is licensed by the Arizona Department of Health Services, Office of Behavioral Health Licensing, as an Outpatient Clinic: BH-2139. (Please see Other Data [Tab #8] for a copy of our license.)

SAGE currently provides cognitive-behaviorally based programming for MCSO for various inmate populations. Most of *SAGE's* counselors have had extensive training and experience in conducting this type of psychoeducational group with criminal offenders (both in incarcerated settings and in the community); that is the primary focus and work of our agency.

We have held the Drug Treatment & Education Fund, Substance Abuse Treatment Contract with MCAPD (Proposition 200) for the past 5 years, and each year several of our clinical staff have participated in training sessions that were provided by the Probation Department for that contract. Those sessions included both Cognitive-Behavioral Interventions with Substance-Abusing Criminal Offenders (where we focus primarily on Thought Reports and the Franklin Reality Model) and Motivational Interviewing. In addition, we have held several in-service trainings for our staff on those same topics.

2.2 Credentials Verification: 2.2.1 through 2.2.5; We have included resumes, diplomas, and copies of professional certificates for our management staff and for the personnel that would be providing direct services (please see the section Personal Qualifications [Tab #5]). We agree to comply fully with all of the requirements regarding background checks and security clearances as outlined in these sections.

Our counselors are highly professional and have extensive knowledge of cognitive-behavioral theory, motivational interviewing, social learning theory, forensic treatment issues, and family systems approaches. They also have experience and training in working with various client populations (especially those in the criminal justice system, cultures, ethnicities, and backgrounds).

2.2.6 Parameters: 2.2.6.1 through 2.2.6.5; We agree to provide cognitive restructuring groups in the formats described herein for the specific inmate populations requested. *SAGE* currently provides similar programming for MCSO with all of these inmate groups. We will provide gender-specific and, when possible, Spanish-speaking groups. *SAGE* currently facilitates several Spanish language outpatient groups for criminal offenders.

We will facilitate these groups with structured curricula that blend the Franklin Reality Model, Thinking Reports, Cognitive Distortions Awareness Material, Rational Emotive Behavioral Therapy, and other cognitive behavioral material such as "Identifying Your Offender Cycle" and "10 Criminal Thinking Errors" by Yochelson and Samenow.

In open-structured groups, the more experienced members will model appropriate attitudes and group participation, and serve to guide and challenge the newer members. In order to improve positive treatment outcomes, the curricula we use will be specific to each client population, addressing their varied clinical issues, risk factors, and criminogenic needs.

2.3 Services: 2.3.1.1 through 2.3.1.5; In providing this program, we will establish a strong learning environment that provides the approach and interventions described in these sections of the RFP. At *SAGE*, we have long been utilizing "Best Practices" curriculum that teaches clients to use Thinking Reports and other key Cognitive Restructuring techniques. These curricula include John Bush, Ph.D.'s Options: A Cognitive Change Program (which was the basis for MCAPD's use of Thinking Reports; and Group Counseling with Juvenile Delinquents: The Limit and Lead Approach; SAGE Publications Inc., California: 1992; (Please see the Other Data section [Tab #8] for more information regarding our implementation of Cognitive-Behavioral interventions with forensic populations, as well as samples of our teaching material and handouts from these Cognitive-Behavioral curricula.)

Developing clients' discrepancy, managing their ambivalence, and supporting self-efficacy are key components of the Motivational Interviewing approach that we employ regularly with our criminal offending clients (see section 2.3.2.1 below).

and Other Data [Tab #8] for additional material regarding our use of Motivational Interviewing.) These are essential aspects of developing a strong, effective group process that fosters accountability, teamwork, and a commitment to change.

Rather than trying to coerce or intimidate clients to change, we strive to motivate them to want to change themselves. Our effort is to meet defendants where they are in the Stages of Change continuum (precontemplation; contemplation; preparation; action; and maintenance), work collaboratively with them to identify personal barriers, increase their ambivalence about their resistance and past lifestyle, improve their self-efficacy, challenge them (supportively) with viable, alternative goals, and move them toward greater “readiness for change” and prosocial lifestyles. We employ Miller’s five basic principles: express empathy; develop discrepancy; avoid argumentation; roll with resistance; and support self-efficacy, which allows us to maintain that critical balance between accountability and collaboration.

2.3.2 Education: 2.3.2.1 through 2.3.2.5; We will teach all of our clients the material outlined in these sections, including the Transtheoretical Stages of Change model; various types and expressions of motivation (e.g., internal and external locus of control); the process of effective goal setting and attainment (including establishing realistic concrete steps and time frames); and solid skill development in a variety of areas that are central for criminal offenders to avoid recidivating, e.g., problem-solving, anger management, assertiveness, communication skills, relationship enhancement, decision making, self-awareness enhancement, stress management, etc.

Through various methods grounded in Motivational Interviewing and the theoretical constructs in the Stages of Change model (Prochaska, J., DiClemente, C., & Norcross, as described in the chapter Toward a Comprehensive Model of Change (in W. Miller & Heather (Eds.), Treating the Addictive Behaviors: Process of Change, Plenum Press 1986), we strive first to build their motivation for treatment and second to strengthen their commitment to change. Whatever the underlying reasons for their defensive stance toward treatment and change, our effort is to meet these clients where they are in the Stages of Change continuum and work collaboratively with them to lessen resistance and move them toward greater “readiness for change.” Their self-determination, empowerment, personal choice, and growing self-efficacy are always emphasized.

An effective program with criminal offenders must find ways to maintain the delicate balance between, on the one hand, holding clients accountable and challenging them about their problematic attitudes and destructive behavior, and on the other hand, engaging them collaboratively to promote their making positive changes. Part of this process is to avoid power struggles that almost inevitably result from a stance of aggressively “confronting the client’s denial.”

Realizing that a client’s readiness to change is a dynamic condition, we join-with, and respectfully but firmly challenge their current problematic beliefs and assumptions.

Our programming has the underlying goal of evoking and fostering clients’ ambivalence about their problematic behavior in order to identify and overcome barriers to change. We provoke thinking about the discrepancies between a) where they wanted their lives to go and where they currently find themselves, and b) between where they want their lives to go in the future and where their current lifestyle seems to be taking them.

2.3.3 through 2.3.5; We will offer our programming in a variety of visual, auditory, and kinesthetic formats and styles in order to address the varied learning styles (and learning challenges) of our clients. In our structured counseling groups, we employ role-playing, didactic presentations, small-group exercises, written handouts, written exercises, group discussions, modeling, and other modalities to engage clients and assist them in identifying personal impediments to growth and change. Our groups focus on identifying clients’ belief systems and patterns of thinking, challenging those that are problematic, and offering realistic, prosocial alternatives.

Our overall goals include teaching clients key skills in order to reduce criminal thinking and behavior (including substance abuse and domestic violence) and recidivism of any kind. These skills include anger management, assertiveness, empathy, communication, problem solving, decision-making, and using positive self-talk.

Our treatment is designed to encourage and assist clients to replace maladaptive behavior with more adaptive, pro-social thinking and behavior. This occurs most quickly when clients are able to:

- Experience ambivalence about their problematic behavior,
- Increase awareness and acceptance of the long-term risks and negative consequences of continuing their past coping strategies and behaviors,

- Increase their self-awareness about the linkages between their thinking, feeling, and behavior,
- Learn about their own automatic thinking, thinking errors, permissions-giving attitudes, and other maladaptive beliefs,
- Improve their understanding of their personal barriers to change,
- Improve their understanding of the process and principles of change,
- Receive concrete information and instruction about skills and techniques for making such changes, and
- Practice alternative, effective coping behaviors in a supportive, prosocial environment that holds them accountable.

We will work closely with MCSO Programs Division personnel to ensure that our programming is aligned with, and supportive of, the goals of the Inmate Program Division, the ALPHA Program, the Education Division, and the Special Education program.

2.3.6 through 2.3.8; Clients will be guided through a collaborative process of developing individualized treatment plans that identify personal goals and barriers to change. We will also develop and administer Pre- and Post-Tests to measure change in our client's cognitive skills. A copy of the testing results will be provided to MCSO staff.

We will provide Discharge Reports for ALPHA clients and juvenile/special education students that address their relevant clinical, termination, and transitional issues. We will also address recommendations for continuing and/or transitional services and establishing a support system for living in the community.

2.3.9 through 2.3.10.2; We acknowledge that clients may be mandated to treatment. MCSO staff will be notified immediately if any client does not adequately participate or is inappropriate in group sessions. *SAGE's* programming will emphasize having clients take personal responsibility for changing their destructive and antisocial behavior through identifying the attitudinal, physical, psychological, and intellectual factors that contribute to their criminal thinking and resistance to change. Our program will utilize a structured curriculum with homework, which will be used to determine the clients' progress.

2.4 Administrative Services: 2.4.1 through 2.4.4; *SAGE* will provide MCSO staff with the following requested material: accurate attendance records the day after each session; monthly progress reports (within 5 working days of the completion of the report period) that document client attendance, homework completion, attitude, general progress in treatment, and treatment recommendations.; quarterly statistical reports as defined by MCSO personnel; and Pre- and Post-Tests (within five working days after the completion of the test administration) that assess changes in clients' cognitive skills. Separate tests may be developed to evaluate the progress of the longer-term, sentenced clients, from the shorter-term, unsentenced clients.

2.4.5 *SAGE* agrees to notify MCSO staff prior to discharging any client from treatment, except for situations in which the clients' behavior jeopardizes the safety or well being of the client or anyone else. If a client is terminated from one of our programs, we will submit a written report to the appropriate MCSO personnel with 24 hours of the dismissal.

2.5 Administrative Information: 2.5.1 through 2.5.5; *SAGE* will provide the services requested in this RFP in any of MCSO's jail facilities, as requested. We will also prepare, update, and report to MCSO staff the outcomes related to clients' individualized treatment plans.

We acknowledge that group preparation, supplementary individual counseling, and documentation preparation time are considered inclusive of the group rate. We also acknowledge that MCSO reserves the right to make multiple contractor awards.

SAGE COUNSELING INC., 303 N CENTENNIAL WAY #250, MESA, AZ 85201

PRICING SHEET S083204/B0606023 NIGP 95221

Terms:	NET 30
Federal Tax ID Number:	86-1013435
Vendor Number:	861013435
Telephone Number:	480/649-3352
Fax Number:	480/649-3358
Contact Person:	Stephen Grams
E-mail Address:	gramss@sagecounseling.net
Company Web Site:	www.sagecounseling.net
Certificates of Insurance	Required
Contract Period:	To cover the period ending February 28, 2007.